

**Dean's Council Weekly Meeting**  
**June 2, 2020**  
**Virtual Meeting**  
**10:00 am – 1:00 pm**

10:00-10:15

NIH SPAD (Sponsored Programs Administration Development) –  
Dr. Schoephoerster

Dr. Schoephoerster would like input from the Deans regarding the proposal to NIH SPAD program. This is geared towards universities that need to develop their Sponsored Programs offices. This would allow ATU to align with INBRE programs. There are two goals of the proposal, one, is to fine tune pre and post-award and find ways for faculty to write proposals and, two, make them more competitive and create incentives. With this funding, Sponsored Programs will work with NCURA for a full review of the university to better assist with research and how it is perceived on campus. Plan to host a faculty workshop each year and create faculty groups that work on projects. Proposal writing workshops will also be hosted. Add monies back to Undergraduate Research and GA budgets that were cut due to COVID-19 required cuts. Acquire market analysis of our graduate and doctoral programs so the university can identify programs of interest. A strategic plan for research is to be established. Transition GA positions for students who focus on thesis or dissertation as a 3-5 year goal. For faculty, these funds could fund a sabbatical program, include faculty release time, and create incentives to research like summer pay for junior faculty. Funds would allow for a review of current lab space to determine how we are using our space currently, can we use it more efficiently to reorganize for research based or dual teaching and research spaces. Would also like to use indirect cost funds to acquire shared resources. This proposal is due in four weeks but funding would not take place until spring 2021.

Currently, indirect cost funds are distributed 50% to the university, 25% to the department, and 25% to Academic Affairs. Dr. Schoephoerster suggested we take another look at this distribution to encourage research and incentives. Dr. Cass stated he would not want to transition all GAs to research only because some GAs help teach. Dr. Schoephoerster stated students can still teach with a thesis option and some programs even require at least one semester of teaching. Teaching is part of training. Dr. Johnson

acknowledged with the long-term focus on setting up a pipeline for master's students to pursue a doctoral degree at partner institutions that we tread lightly with the focus on research only GAs at this time.

10:15-10:30

ReUp – Graduate College Admission

Dr. Aulgur stated the group met for their by weekly meeting last Thursday. Undergraduate level has been successful and the Graduate level is progressing. A conversation is needed about hours earned outside of the required 6-year window. There were three priority students that needed attention last week; two were in Education and one was in Arts and Humanities. The streamline and communication has worked well. Graduate program directors need to be available during the summer to respond to questions.

Dr. Schoephoerster stated currently, students are required to complete graduate coursework within six years. He and Dr. Johnson worked on an update that will be in next year's catalog. Students will have an opportunity on a case-by-case basis to prove how they have current knowledge in a subject area. The case would be made to the program director and then be sent for final approval to the Graduate College Dean.

Graduate Council decided to allow each program director in each college to evaluate each instance to decide if courses outside of the six-year window will be accepted.

Dr. Cass reiterated that all students need to be treated equally and ReUp students should not be treated differently and ReUp needs to be notified of our policy requirements.

Dr. Aulgur and Dr. Schoephoerster will work on clear communication of our policy and ask Dr. Bedsole to pass on to ReUp. Dr. Johnson asked Dr. Schoephoerster to ask one of the graduate college staff to go through the catalog to see if there is any other vague language or contradicting language that may need to be addressed between the college and departmental policy.

10:30-10:40

Curriculum Efficiency Review – Dr. Robertson

Worried we are trying to do too many things at once. While we are trying to transition back to campus we, still need to look at programs by December and there are no parameters to begin the evaluation. If you have ideas on where we need to start or suggestions of parameters, please share those. Dr. Schoephoerster

reminded the Deans that Gray and Associates will have data for us soon.

There will be two days of training all the Deans will be invited to attend once they have the data they requested and have analyzed. Dr. Robertson attended the webinar and has been trying to remake the graphs with the data he has. Faculty Salaries, teaching per credit hour, enrollment by section, matching the faculty with the sections. Dr. Schoephoerster stated Wyatt Watson has all the data requests and should be working on them. IR is gathering the data based on the request from Gray and Associates and the data will be fed into their system. There were very specific with their request for what information was needed. Dr. Robertson commented it will be interesting to see because this is the first time the university has looked at this data in this way. Dr. Schoephoerster sent the group a copy of the data request from Gray and Associates.

Dr. Johnson asked the Deans to keep the December date on their radar as this information is expected by the deadline. Non-academic programs are expected in October; Advising, APEX, Assessment, Career Services, TRIO and Registrar. Some people want our units and others may be trying to make pitches for our units. Please share any ideas you have.

10:40-11:00

Academic Transitions Committee – Dr. Aulgur

Part of the challenge has been getting enough information for the committee to move forward. Dr. Cezeaux is heading contingency plans, Dr. Cass is heading faculty options and modalities, Dr. Robertson is heading the space, and Dr. Aulgur is heading Communications currently until someone else is identified. Chairs will meet tomorrow, June 3. The current recommendation is to cancel fall break, no students return after Thanksgiving and remaining courses will be virtual after Thanksgiving. Next two weeks are critical to get this information out to the faculty so they can be making decisions about their classes.

Dr. Johnson urged the committee to prioritize freshman classes being offered on-campus and to look at what classes can be moved online.

Dr. Bean stated faculty need to be able to pick how their class is set up. They need to be involved in this early on. Dr. Aulgur asked the Deans to reach out to the faculty now and the issues we are facing could solve some problems early on with the online courses and hybrid courses. Dr. Johnson stated while we want faculty to

teach online we also do not want all of our offerings online for the fall as that could negatively affect fall enrollment. There will also be an HR form available for those faculty and staff that need accommodations. Dr. Aulgur will draft a simple announcement requesting faculty preferences. He will have the form to the Deans by 3 p.m. today for feedback and out to the faculty by noon tomorrow. Dr. Bean is available to assist if a google form is used. The information would be due by 5 p.m. next Tuesday afternoon (June 16). Deans work with Department Heads to get faculty to respond.

11:00-11:15

Taskforce Committee – Dr. Schoephoerster

Guidance was sent out yesterday but he had not seen these previously. Dr. Johnson also said she had not seen the framework before either. The taskforce is meeting this afternoon. Contact tracing to use Department of Health but also training our own people. Self-screenings by all faculty, staff, and students. Faculty and staff report to their supervisor and students will be on an honor system. Room occupancy was discussed with a goal of 50% room capacity but the only way for that to work is to mark the seats that are available or just remove the seats, which is what Dr. Schoephoerster plans to recommend to the committee. This will be more efficient with space and class sizes. Room occupancy can be updated in AdAstra to adjust. Someone will physically have to go around and remove the chairs. Will also suggest we rent a storage unit to house these chairs. All signs will be created centrally but can also make recommendations for your individual areas.

FAMA needs to have a larger role on this committee. Dr. Johnson asked Dr. Schoephoerster to find out what the two-page checklist is and what are the expectations; what does the phase one template look like and if they are not going to give us a template, our units will be left to our own devices.

Dr. Robertson mentioned the need to be clear on what areas are supposed to purchase versus what the university plans to purchase. Will the Nursing Department be required to purchase masks for nursing students? Dr. Johnson stated the students will be required to take care of this themselves, just as they are responsible for purchasing their own scrubs. OIS is working to get face shields for the students.

Dr. Johnson brought up the concern about not having a dedicated health and safety staff on campus to Ms. Hinkle. Ms. Hinkle said there is such a person on retainer with the University but it is

unclear about their involvement. She will follow-up with Ms. Hinkle this afternoon to determine if we can get the environmental consultant on campus.

11:15-11:25 Online Course Training and Review – Dr. Cass (attachments)

These items are to assist with the review of online courses. It has not been decided how to implement the training and review but this will help with the evaluation. The problem is the Faculty Handbook only has a few things that are required in the syllabus; this document will require several things that need to be on the online syllabus and really on all syllabi. All documents are QM infused. We will need to use these documents for NC-SARA and HLC to prove we are reviewing online classes in a certain manner. One set of edits is pending, then Dr. Aulgur's bigger committee will review, and then Faculty Senate will need to approve in the fall. NC-SARA is due June 30 so we need to move forward with this. Suggested to send to Senate now so they can review over the summer and be ready for their September meeting.

11:25-11:30 Budget Update

Pat stated the budget is done and has been submitted to Sandy Cheffer. Sandy should have finished the budget yesterday. Budget books should be available on the June 4<sup>th</sup>.

Summer contracts are almost complete.

11:30-11:35 HLC and Strategic Planning

Our HLC draft was sent to three mock reviewers, two in state and one out of state. A response should come in three weeks. Once feedback is received, that will be the focus. Some of the Deans may be asked to step in and help gather additional information.

The Strategic Plan has fallen off the radar a bit but it will resurface once the budget is finalized. Dr. Johnson will be in touch if anything else is needed.

11:35-11:45 Announcements, Future Agenda Items

11:45-11:55 Recap / Next Steps

12:00 Adjournment!